

**INDIANA DEPARTMENT OF TRANSPORTATION
DESIGN DIVISION
INTER-DEPARTMENT COMMUNICATION**

_____, 20____

MEMORANDUM

TO: _____, Chief
Land Acquisition Division

THRU: _____, Chief
Design Division

THRU: _____
Section Manager

FROM: _____
Project Manager

SUBJECT: Complete Suspension of Right-of-Way Acquisition Activities

Route: _____
Des. No.: _____
P.E. Project No.: _____
R/W Project No.: _____
R/W Code No.: _____
Project Description:

The above referenced project will be undergoing substantial design changes that will result in a right-of-way revision to Parcel Nos.

We hereby request that all right-of-way acquisition activities be suspended until the design changes are finalized.

_____ : _____

Cc: _____, Land Acquisition Coordinator
_____, Design Coordinator
_____, Design Consultant
_____, In-House Designer or Reviewer